



Michigan Supreme Court
Child Welfare Services

Part-Time

FOSTER CARE REVIEW BOARD PROGRAM REPRESENTATIVE

Salary Range: \$22.85 to \$29.61 per hour

DUTIES: Facilitates the activities of assigned foster care review boards. Ensures that assigned boards are aware of and in compliance with existing policies and procedures of the foster care review board program. Attends assigned review board monthly meetings. Monitors proceedings, assuring appropriateness of the questioning and proceedings. Applies rules and policies as necessary. Reviews case materials for cases reviewed. Assists the boards in identifying relative findings of fact and in assessing the adequacy of case plans through interpretation and application of child welfare and family court statutes and court and administrative agency policy. Completes written findings and recommendations of assigned boards pursuant to program format. Proofs content of findings and recommendations prior to sending to the courts and other interested parties. Coordinates and monitors foster parent appeals according to statutory guidelines and timelines. Participates in advocacy activities with volunteers on behalf of foster care programs and services. Participates in required volunteer training and program staff meetings.

LOCATION: Cadillac Place, Detroit, MI

EDUCATION: Bachelor's Degree in Social Work, or a related Human Services field. Master's Degree preferred.

SKILLS: Two to three years with one or more years of experience at a supervisory or administrative level in a social services or related area dealing with child welfare issues. Prior experience in advocacy and working with volunteer groups desirable.

Email preferred to benedictm@courts.mi.gov, or mail cover letter and résumé by December 27, 2005, to:

Human Resources
Michigan Supreme Court
P.O. Box 30052
Lansing, Michigan 48913

AN EQUAL OPPORTUNITY EMPLOYER